

# Job Title: TECHNICAL MANAGER IV - ENVIRONMENTAL STUDIES SUPERVISOR - IPR#46586

**Agency :** Department of Transportation

**Closing Date/Time:** 06/07/2023

**Salary:** \$5,120-\$9,155 Monthly

**Job Type:** Salaried Full Time

**County:** Lee

**Number of Vacancies:** 1

**Plan/BU:** NR916 - Protech Teamsters

**\*This position is covered by the Revolving Door Prohibition Policy.**

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](http://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

## Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Environmental Studies Supervisor.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## Job Responsibilities

This position is responsible for the direction and supervision of the inter-disciplinary identification, evaluation, and documentation of the environmental impacts of highway projects within the district; the development of mitigation; and the required coordination and resolution of such impacts with the required review agencies to obtain Federal Highway Administration (FHWA) or state environmental approval of all projects within the district.

Subordinates: Direct – 3; Indirect – 1-2  
Number of Projects: 30 Annually  
Value of Projects: \$80 Million  
Major Environmental Reports: 1-2 Annually

This position reports to the Studies and Plans Engineer. Reporting to this position is the Staff Ecologist; Historic, Noise and Waste Analyst; and the Environmental Specialist.

This position functions within the area of environmental science in which determinations are made with regard to the environmental impacts of highway projects within a 10-county area. These investigations must be documented to the extent required by federal and state regulations. This position is also involved in coordination and resolution of environmental problems with cooperating agencies and the public.

The major challenge facing the incumbent is determining the scope of work and the environmental disciplines required to complete the environmental impact analysis through coordination of the Environmental Unit or by retention and direction of appropriately skilled consultants. Typical problems facing the incumbent are assuring that analysis and documentation are complete, accurate, and uniform; that federal and state regulations and departmental policies are met; coordination with all required state and federal agencies is carried out; and that studies are completed in a timely manner.

Functions personally performed by the incumbent include reviewing all district projects as they are developed; determining the level of environmental analysis for each project; assigning and monitoring the analysis to ensure its timely completion; and undertaking the required agency coordination. The incumbent either reviews, supervises, or undertakes the writing of all environmental documents for major projects and reviews and submits them for approval. The incumbent reviews and modifies (if required) the contracts for all consultant environmental documentation and recommends approval of the man-hours for all consultant environmental contracts; undertakes all required coordination for consultant projects; and reviews and submits all consultant documentation to the central Office Bureau Chief of Location and Environment.

### **(Job Responsibilities continued)**

The incumbent accomplishes accountabilities through the following subordinates:

Staff Ecologist, who is accountable for the identification, analysis, and documentation of all biological, wetland, and water quality impacts associated with proposed highway projects and the development and documentation of feasible mitigation measures.

Noise and Historic Analyst, who is accountable for the identification, analysis, and documentation of energy and acoustic impacts associated with transportation projects and the design and analysis of acceptable and effective mitigation measures; the preparation of all reports necessary to obtain historic and archaeological clearance sign-off for IDOT projects impacting historic sites within the district; and the field review, work activities, and coordination necessary to carry out all contaminated site sign-offs for Special Waste Clearance.

Environmental Specialist, who is responsible for the undertaking of the necessary environmental studies and agency coordination relating to the proposed construction projects within the district, including the preparation of environmental reports and documentation needed to obtain FHWA or state environmental approval of all projects within the district; archaeological clearance; Bi-Monthly documentation; agricultural coordination; and air quality review.

The incumbent has the responsibility for resolving problems of a complex nature resulting from conflicts with state or federal environmental regulations or from an objection or request by a coordinating agency. Decisions are based on FHWA Regulations, Presidential Executive Order, federal guidelines as published in the Federal Register, and applicable state laws. Only matters involving environmental mitigation that involve additional land acquisition or major expenditures of funds are referred to the Project and Environmental Studies Engineer for resolution. The incumbent has authority to evaluate, discipline, and make recommendations concerning promotion of subordinate personnel.

The incumbent has internal contacts with the central Office Bureau of Location and Environment; the District Project Studies Section; and, as required, Bureau Chiefs and subordinates in all other district bureaus for the purpose of resolving technical questions and undertaking the necessary input and coordination in the preparation of environmental documentation. Externally, the incumbent has contacts with seven agencies of State and

Federal government, plus individual members of the public for the purpose of undertaking the necessary coordination, environmental review, and approval of the district's projects.

The incumbent can be evaluated on the basis of the number and timeliness of projects and receive environmental approval from the FHWA allowing the project Design Approval to be received and the preparation of contract plans and land acquisition to begin.

## **Principal Accountabilities**

1. Directs the activities of the Environmental Unit in the development of studies and reports to achieve environmental approval of the district's program from the FHWA or central Office Bureau of Location and Environment.
2. Undertakes all necessary agency coordination and approvals and participates, as required, in public involvement activities in order to obtain environmental and clearinghouse approval of district projects.
3. Reviews the environmental portion of consultant contracts; reviews and approves man-hours; and carries out all necessary review, correction, and coordination for environmental approval of consultant reports from the FHWA or central Office Bureau of Location and Environment.
4. Recommends all environmental mitigation to the District Planning Engineer and serves as liaison to other district bureaus as required to satisfy legal requirements and solve special problems of an environmental nature.
5. Responsible for appraising, counseling, and training subordinate personnel.
6. Performs duties in compliance with departmental safety rules.
7. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

## **Qualifications**

### **Position Requirements**

- Education/Experience
  - Completion of a bachelor's degree majoring in environmental science, engineering, biology, ecology, economics, geology, statistics/data analysis, public policy, and/or business or public administration PLUS two years of combined experience analyzing socio-economic and environmental issues as they pertain to transportation improvement projects OR
  - Eight years' experience in analyzing socio-economic and environmental issues as they pertain to transportation improvement projects
- Valid driver's license
- Occasional travel throughout the state

### **Position Desirables**

- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Strong oral and written communication skills
- Experience in developing, operating, and maintaining computerized databases

**Work Hours:** 8:00 A.M. - 4:30 P.M. Monday-Friday

**Work Location:** 819 Depot Ave Dixon, IL 61021-3546

**Office:** Office of Highways Project Implementation/Region 2/District 2/Bureau of Program Development

**Agency Contact:** DOT.CONTACTHR@ILLINOIS.GOV

**Job Family:** Transportation; Environmental & Natural Resources; Leadership & Management; Science, Technology, Engineering & Mathematics

## **APPLICATION INSTRUCTIONS**

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com